

TrackOne Data Definitions and Documentation Requirements Manual

NOTE: Red asterisks in TrackOne indicate the field is required to proceed to other areas of the client record or to save a client record. The fields denoted with an asterisk are ones that are required for all programs and common measures. The absence of an asterisk does not mean that the field is not required for individual program reporting purposes.

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Application - Basic Client Information					
Application Date			Date on which individual begins receiving his/her first intensive service following a formal determination of eligibility to participate in any compliance program. Application date is the date the application screens are completed in TrackOne and the date the formal barriers assessment (embedded in the application screens) is completed. This date corresponds to the date of enrollment.		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Planned Exit Date			Planned completion date of last service		All Funding Streams for Real Time Reporting
Name			Client's Name		All funding streams
Address			Client's Home Mailing Address		All funding streams
Zip Code			Client's ZIP Code		All funding streams
City			Client's City		All funding streams
State			Client's State		All funding streams
Home Phone			Client's Phone Number		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Birth Date			Client's birth date	Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records.	All Funding Streams
Gender			Client's Gender: Male or Female		All Funding Streams
Social Security Number			Client's 9 Digit Identification Number Assigned by the Social Security Administration under the Social Security Act.	DD-214, Report of Transfer or Discharge; Unemployment Insurance Wage Record; Employment Records; IRS Form Letter 1722; Letter from Social Services Agency; Pay Stub; Social Security Benefits; Social Security Card; W-2 Form; Self-Verification.	All Funding Streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Citizenship	US Citizen, Ineligible Non-Citizen	Country of Origin, Alien Number		Birth Certificate; Alien Registration Card (INS Forms I-151, I-551, and I-94, I 688A, I-197, I-179); US Passport; Same documents accepted by INS to complete the I-9-like form locally designed; Public Assistance records; DD-214, Report of Transfer or Discharge (If place of birth is shown); Food Stamp records; Foreign Passport Stamped Eligible to Work; Hospital record of birth; Native American Tribal document; Naturalization certification; Baptismal record with place of birth; Department of Correction record which indicates citizenship.	All Funding Streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Ethnicity Hispanic/ Latino	Yes, No, Does not self-identify		A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture in origin, regardless of race. NOTE: Ethnicity information is collected separately from race information and should be collected before information on race.		All Funding Streams
American Indian/Alaska Native	Yes, No, Does not self-identify		A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.		All Funding Streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Asian	Yes, No, Does not self-identify		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g.: India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes for example: Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		All Funding Streams
Black/ African American	Yes, No, Does not self-identify		A person having origins in any of the black racial groups in Africa.		All Funding Streams
Hawaiian/ Pacific Islander	Yes, No, Does not self-identify		A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.		All Funding Streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
White/ Caucasian	Yes, No, Does not self-identify		A person having origins in any of the original peoples of Europe, the Middle East or North Africa.		All Funding Streams
Selective Service Registration	Yes, registered; No, not registered; Exempt; Not Required			Acknowledgement letter; Contact the Selective Service by phone or through web site available in TrackOne; DD-214, report of Transfer or Discharge; Local/State registration process; Selective Service Advisory Opinion Letter; selective service registration card; Selective service verification form; stamped post office receipt of registration.	All Funding Streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Qualifies Under Youth 5% Provision	Yes, No	See DWD Policy 99-14 change #2			Optional
Application – Employment Information					
Most Recent Job History	(Select)				
Current Employment Status (On date of application)	Not Employed		Does not meet any one of the conditions described below.		All funding streams
	Employed		A person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or	Pay stub, case notes showing information collected from participant	

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Current Employment Status (On date of application) - continued	Employed, but received notice of termination or Military Separation		A person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member.	Letter from company (must list client); WARN notice with recent pay stub; documentation from employer, including telephone verification of employment and layoff status; unemployment insurance records	All funding streams
Dislocated Worker Category	Not Applicable (Not eligible for Dislocated Worker)				All funding streams
	Terminated/Laid Off, Unlikely to Return to Previous Occupation				All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Was Self-Employed; Lost Work Due to Economic Conditions/Disasters				All funding streams
	Displaced Homemaker		Individual that has been providing unpaid services to family members in the home and who (a) has been dependent on the income of another family member but is no longer supported by that income; and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	Applicant statement; public assistance records; divorce paper; court records; bank records; spouse's layoff notice; spouse's death record	Dislocated Worker, NEG, Rapid Response
Unemployment Insurance (at application)	No		Individual was neither an UC Claimant nor an Exhaustee		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Claimant, Profiled and Referred		Individual who, at the time of participation in the program (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more state of federal unemployment compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, AND (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Claimant, Not Profiled and Referred		Individual is an eligible UC claimant but was not referred by Worker Profiling and Reemployment Services (WPRS).		All funding streams
	Exhaustee		Individual has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights.		All funding streams
Referred - Worker Profiling and Reemployment Service			Individual who, at the time of participation in the program (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more state or federal unemployment compensation (UC) programs and whose benefit year or		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, AND (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.		
Union Membership			Applicant is currently a member of a union.		Optional
Union Callback Rights			Applicant has union callback rights.		Optional
Other Client Information					
Family Status	Parent in one-parent family		A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.		Optional

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Parent in two-parent family				
	Other family member				
	Not a family member				
	Not reported				
Number in Family					WIA Youth; Local Priority Index
Number of Dependents					WIA Youth; Local Priority Index
Family Income for previous 6 months					WIA Youth; Local Priority Index
Food Stamps	Eligible		Federal entitlement program designed to provide food assistance to needy families.	Case notes; applicant statement; authorization to obtain Food Stamps; Food Stamp card with current date;	WIA Youth; Local Priority Index
	Receiving				

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	No			food stamp receipt; letter from food stamp disbursing agency; postmarked food stamp mailer with applicable name and address; public assistance records	
TANF			Temporary Assistance to Needy Families	Case notes; cross-match with TANF; public assistance records; applicant statement	WIA Youth; Local Priority Index
General Assistance			Public assistance monies reserved for income eligible individuals who do not qualify for TANF, Refugee or other forms of assistance.	Case notes; copy of assistance check; applicant statement	WIA Youth; Local Priority Index
Refugee Cash Assistance			Public assistance funds reserved for qualifying refugees.	Case notes; copy of assistance check; applicant statement	WIA Youth; Local Priority Index

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
SSI-SVA Title XVI			Individual receives benefits under the Supplemental Security Income program		WIA
Education Status	In school, HS or less				WIA
	In school, Alternative School				
	In school, Post HS				
	Not attending school, HS drop-out				
	Not attending school, HS graduate				

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Highest Grade Completed	No Grade Completed 1 st Grade, 2 nd Grade, 3 rd Grade, 4 th Grade, 5 th Grade, 6 th Grade, 7 th Grade, 8 th Grade, 9 th Grade, 10 th Grade, 11 th or 12 th Grade with no diploma, 12 th Grade, HS Diploma, GED, 1 yr College/Tech/Voc School, 2 yr College/Tech/Voc School, 3 yr College/Tech/Voc School, Bachelors Degree or Equivalent, 5 yrs + College/Mstrs/PhD/Equiv, Certificate of Attendance/Completion - Disability				All funding streams
Reading grade level			Grade equivalent level of reading skills		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Math grade level			Grad equivalent level of math skills		
Veteran Status	Yes, served more that 180 Days		A person who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or was a member of a reserve component	Applicant statement; DD-214; cross match with veteran's data; cross match with labor exchange	All funding streams
	No				WIA
	Yes, other eligible person		A person who is (a) the spouse of any person who died on active duty or a service-connected disability;	Applicant statement; cross match with veteran's data; cross match with labor exchange	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			(b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 USC 101 and the individual does not meet any other categories.		
	Yes – Served 180 days or less				
Disabled Veteran	Yes		A veteran who served in the active U.S. military, naval or air service and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to	Applicant statement; DD-214; cross match with veteran's data; cross match with labor exchange	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			compensation, under laws administered by the Department of Veteran's Affairs (DVA); or was discharged or released from active duty because of a service connected disability.		
	Yes, Special Disabled		A veteran who served in the active U.S. military, naval or air service and who is entitled to compensation under laws administered by the Department of Veterans Affairs (DVA) for a disability, 1. rated at 30% or more or 2. rated at 10% or 20% in the case of a veteran who has been determined by DVA to have a serious employment handicap.	Applicant statement; cross match with veteran's data; cross match with labor exchange	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	No				WIA
Campaign Veteran			A veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). A current list can be found at OPM's website: http://www.opm.gov/veterans/html/vgmedal2.asp	Applicant statement; cross match with veteran's data; cross match with labor exchange	WIA
	Yes, Vietnam Era			Applicant statement; cross match with veteran's data; cross match with labor exchange	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Yes, Other Campaign			Applicant statement; cross match with veteran's data; cross match with labor exchange	WIA
	No				WIA
Recently Discharged Veteran			A person who applied for participation under WIA Title I within 48 months after discharge or release from active U.S. military, naval or air service. The individual does not meet the "eligible veteran" definition.	Applicant statement; DD-214; Cross match with veteran's data; cross match with labor exchange	WIA
Date Service Began			Date individual entered in U.S. military, naval or air service		WIA
Separation Date			Date individual separated from U.S. military, naval or air service.		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Barriers					
Disabled			Individual indicates that he/she has any "disability" as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities", see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definitions section of	Applicant statement	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			the WIA non-discrimination regulations.)		
	Yes, Substantial Barrier				WIA
	Yes, Not Substantial Barrier				WIA
	No				WIA
Limited English			Individual has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			environment where a language other than English is the dominant language.		
Substance Abuse			An individual who experiences substantial life difficulties as a result of use of illicit or other substances.		WIA
Homeless			An individual (adult or youth) who lacks a fixed, regular, adequate night time residence is considered homeless. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private	Applicant statement; statement from shelter provider; statement from individual providing temporary residence; statement from social service agency	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			place not designated or ordinarily used as a regular sleeping accommodation for human beings. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.		
Poor Work History			Individual who lacks a stable, consistent work history.		WIA
TANF Exhaustee			Long term welfare recipient who has exhausted TANF benefit eligibility under state plan.		WIA
Basic Skill Deficient			An individual who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally	Standardized assessment test; school records; case notes	WIA Youth

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			accepted standardized test or comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or society. NOTE: States and grantees have the option of establishing their own definition, which must include the language above.		
Offender			Individual who has been subject to any stage of the criminal justice process, for whom services may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record	Applicant statement; documentation from justice system	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			of arrest or conviction.		
Pregnant /Parent Youth			An individual under 22 and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.	Birth certificate; hospital record of birth; medical card; physician's note; referrals from official agencies; school program for pregnant teens; school records; applicant statement; written statement from social services agency	WIA Youth
Youth-Needs Assistance			Youth who requires additional assistance to complete an educational program, or to secure and hold employment as defined by state or local policy.	Applicant statement; case notes; individual service strategy	WIA Youth
Runaway			A person under the age of 18 who absents him/herself from home or place of residence without permission of his/her family is considered a runaway youth.	Applicant statement; statement from shelter provider; statement from individual providing temporary residence; statement from social service agency	WIA Youth

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Foster Child			A person who, at the time of participation, is in foster care or has been in the foster care system.	Court contact; court documentation; applicant statement; verification of payments made on behalf of the child; written statement from state/local agency	WIA Youth
High School Dropout			An individual no longer attending school who has not received a secondary school diploma or its equivalent.	Applicant statement; self-certification	WIA
Eligible for Free School Lunch			Individual receiving free lunch through Department of Agriculture Free Lunch program	Case notes; applicant statement	WIA Youth
Locally Defined Barrier			Consult with Regional Operator for RWB policy defining local barriers.		WIA – See Eligibility Policy 99-14, change 2
Local Barrier Description					WIA – See Eligibility Policy 99-14, change 2

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Eligibility					
A- Adult			Eligibility Code for WIA Adult		
B - Low Income Adult			Eligibility Code for Low Income Adult		Local Priority Index
D- Dislocated Worker			Eligibility Code for Dislocated Worker		
F- Youth (14-18)			Eligibility Code for Youth (ages 14-18)		
G- Youth (19-21)			Eligibility Code for Youth (ages 19-21)		
H- Veteran			Eligibility Code for Veteran		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
I- Youth (14-18) 5 Percent Window			Eligibility Code for Youth (ages 14-19) meeting 5% window		
J- Youth (19-21) 5 Percent Window			Eligibility Code for Youth (ages 19-21) meeting 5% window		
S- Self-Sufficiency					
Combined WIA Eligibility Code			WIA Eligibility Code determined by TrackOne by case manager data inputs		
Interviewer			Name of case manager conducting interview		
Interview Date			Date of interview		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Reviewer			Name of individual who conducts and audit or review of record.		
Registration – Enrollment Categories					
Planned Start Date			Date Case Manager anticipates starting service delivery.		All funding streams for real time reporting.
WIA Adult			Individual who receives services funded under WIA section 133(b)(2)(A).		
Dislocated Worker			Individual who receives services funded under WIA section 133(b)(2)(B).		
WIA Youth			Individual who receives services funded under WIA Youth program following a determination of		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			eligibility to participate in the program.		
Rapid Response			Individual who participated in rapid response activities authorized at WIA section 134(a)(2)(A)(i) at any time prior to or subsequent to participation in program.		
National Emergency Grant (NEG)			Individual who received services funded under a National Emergency Grant.		
Registration – Participation Dates					
Participation Date			Date on which individual begins receiving his/her first funded service		All funding streams; common measures

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			regardless of funding stream. This date corresponds with the date of first Core/self-service or informational activity.		NOTE: These dates are auto-generated by TrackOne based upon data inputs.
Last Service Date			Date on which an individual receives his/her last funded service regardless of funding stream.		All funding streams; common measures NOTE: These dates are auto-generated by TrackOne based upon data inputs.
Actual Exit Date			Date on which the last service funded by compliance program is received by the participant following 90 consecutive calendar days of no service delivery.		All funding streams; common measures NOTE: These dates are auto-generated by

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			Once a participant has not received any services funded by the program or partner program for 90 consecutive calendar days, has no gap in service and is not scheduled for another service, the actual exit date is retroactively applied.		TrackOne based upon data inputs.
Registration – TAA Tracking					
TAA Application Date			Date of formal eligibility application. For clients dually enrolled, this date coincides with the WIA application date.		TAA
TAA Petition Number			The petition number of the certification which applies to the individual's worker group.		TAA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
TAA Participant ID			Unique identifier assigned to TAA participants.		TAA
Eligible for ATAA			Individual is eligible for ATAA program.		TAA
Training Waiver /Reason	Recall Marketable Skills Retirement Health Enrollment not available Training not available No waiver				TAA
Training Waiver Date					TAA
Training Waiver Revoked					TAA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Training Program ID			Identification number assigned to training program.		TAA
Training Contract Review Date					TAA
Total Cost of Training			Total cost of training provided to client.		TAA
Total Expenses Paid by TAA			Total cost of expenses paid by the TAA program.		TAA
Total Travel Expenses Paid			Total cost of travel expenses paid by the TAA program.		TAA
Total Subsistence Expenses Paid			Total cost of meals and subsistence expenses paid by the TAA program.		TAA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Total Other Expenses Paid			Total cost of any other expenses paid by the TAA program.		TAA
TAA Deregistration Notice					TAA
Registration – TAA Employment at Dislocation					
Separation Date			The most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act.		TAA
Annual Pay			Annual salary of individual.		TAA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
# of Months Employed			Total number of months the individual was employed.		TAA
Recalled by Former Employer			Individual recalled to work by former employer.		TAA
Work History – Employer Information					
Employer Name			Self-Explanatory		All funding streams
Address			Self-Explanatory		All funding streams
Zip Code			Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
City			Self-Explanatory		All funding streams
State			Self-Explanatory		All funding streams
Phone			Self-Explanatory		All funding streams
Work History – Job Information					
Hourly Wage			Self-Explanatory		All funding streams
Average Weekly Hours			Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Job Title			Self-Explanatory		All funding streams
Description			Brief description of occupational duties and responsibilities.		Optional
Duties/Responsibilities			Brief description of occupational duties and responsibilities.		Optional
Job Start Date			Self-Explanatory		All funding streams
Job End Date			Self-Explanatory		All funding streams
Reason Left			Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Quit		Voluntary separation from employment		All funding streams
	Laid-Off		In-voluntary separation from employment as a result of organizational change, demise or other condition not related to employee performance.		All funding streams
	Discharged		In-voluntary separation as a result of poor work performance, violation of company policy or other reason.		All funding streams
	Unknown				All funding streams
Commission			Amount earned in addition to base salary dependent upon employee performance.		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Classification			Employment classification		All funding streams
	Full-Time		Self-Explanatory		All funding streams
	Part-Time		Self-Explanatory		All funding streams
	Self-Employed		Self-Explanatory		All funding streams
	Volunteer		Self-Explanatory		All funding streams
Contact Name			Self-Explanatory		Optional

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Contact Phone			Self-Explanatory		
Placement Type	Unsubsidized Employment				WIA
	Subsidized Employment, Public				WIA
	Subsidized, Public				WIA
	Grant-based OJT				WIA
	Internship				WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Apprenticeship				WIA
Benefits Available	Yes		Employment benefits (i.e.: health/life insurance, vacation time, etc.)		Optional
	No				
O*NET Code			O*NET code that corresponds to the type of training the participant is to receive or has received (for those clients receiving training for a specific occupation).		WIA
Non-Traditional Employment			Individual's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after the exit quarter.		
Job Related to Training			The individual entered employment which uses a substantial portion of the skills taught in the training received by the individual.		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Follow-ups - Contact					
Follow Up Date			Date follow up contact is made with individual.		WIA
Follow Up Type					WIA
Contact Type					WIA
Result	Completed all questions.		Individual answered all questions during follow up contact.	Questions utilized in follow up contacts are defined by local policy and case management best practices.	WIA
	Interviewed but missing data.		Individual was unable to answer all questions during follow up contact. Pertinent information may be missing.	Questions utilized in follow up contacts are defined by local policy and case management best practices.	WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Follow-ups - Employment					
Employment Status	Employed Full Time		Self-Explanatory		WIA
	Employed Part Time		Self-Explanatory		WIA
	Unemployed	Job Title (from Work History)	Self-Explanatory		WIA
			Self-Explanatory		WIA
		Unknown	Self-Explanatory		WIA
	Not in labor force				
		Credential Attained	Credentials must be obtained either during participation or by the end of the third quarter after the quarter of exit		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			from services (other than follow-up services.) Credentials are defined as any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees, recognized skill standards, licensure, apprenticeships or industry recognized certificates. States should include all credentials recognized by the state education agency. Local workforce investment board certificates that recognize successful		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			completion of training services that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment are included in this definition.		
Type of Training	Post-Secondary Education		Self-Explanatory		WIA
	Advanced Training				WIA
	Entered Military		Self-Explanatory		WIA
	Apprenticeship		Self-Explanatory		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	None		Self-Explanatory		WIA
Date Entered			Date individual entered training program as defined above.		WIA
Notes			Brief notes related to the training. This section is not intended to replace the requirement for case notes.		WIA
Restriction	Restrict to Organization		Viewable only by Organization that created the record.		
	Restrict to User		Viewable only by the user who created the record.		
	Unrestricted		Viewable by all system users.		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Exit Information – Case Closure Information					
Participation Date			Date of first funded service regardless of funding stream.		All funding streams; common measures
Last Service Date			Date of last funded service regardless of funding stream.		All funding streams; common measures
Planned Exit Date			Date of last service.		All funding streams for real time reporting
Date Completed All Goals			Date all goals from ISS/IEP were completed.		WIA Youth; optional for other funding streams
Exit Reason	Entered Unsubsidized Employment		Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Registered Apprenticeship Program		Self-Explanatory		All funding streams
	Armed Forces or National Service		Self-Explanatory		All funding streams
	Still in Secondary School at Exit		Self-Explanatory		WIA Youth
	Active Duty Reservist or National Guard		Self-Explanatory		All funding streams
	Relocated to Mandatory Residential Program		Self-Explanatory		All funding streams
	Health/Medical		Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Institutionalized		Self-Explanatory		All funding streams
	Family Care Responsibilities		Self-Explanatory		All funding streams
	Called back to Lay off Employer		Self-Explanatory		All funding streams
	Lacks Transportation		Self-Explanatory		All funding streams
	Cannot Locate		Self-Explanatory		All funding streams
	Voluntary, Other		Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Involuntary, Other		Self-Explanatory		All funding streams
	Death		Self-Explanatory		All funding streams
	Soft Exit Applied		Self-Explanatory		All funding streams; common measures
	Not valid Exit		Utilize option when individual exits for reason other than those specified above.		WIA; WIASRD #327.
Actual Exit Date			Official exit date retroactively applied following 90 calendar days of no funded service delivery.		All funding streams; common measures
Exit - Educational					

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
School Status at Exit	In school, HS or less		Self-Explanatory		WIA Youth
	In school, Alternative School		Self-Explanatory		WIA Youth
	In school, Post HS		Self-Explanatory		WIA Youth
	Not attending school, HS drop-out		Self-Explanatory		WIA Youth
	Not attending school, HS graduate		Self-Explanatory		WIA Youth
Was a Degree Attained	Yes		Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	No, Credit Intended		Self-Explanatory		All funding streams
	No, Credit Not Intended		Self-Explanatory		All funding streams
	No, Credit Pending		Self-Explanatory		All funding streams
	No Training Services Provided		Self-Explanatory		All funding streams
Post Secondary Education			Self-Explanatory		All funding streams
Advanced Training			Self-Explanatory		All funding streams
Enrolled in Education Program During			Self-Explanatory		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Participation					
Military Service			Self-Explanatory		All funding streams
Apprentice-ship			Self-Explanatory		All funding streams
Exit - Employment					
Exit Work History			Self-Explanatory	Complete this section if exit is due to employment.	All funding streams
Reviewer Information					
Interviewer			Name of individual who facilitated interview.		Local policy
Interview Date			Date of interview.		Local policy

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Reviewer			Name of individual who reviewed client records.		Local policy
Date File was Archived			Date file was placed in to long term storage.		
Services					
Begin Date			Date the service began.		All funding streams
Service/Activity Title	Category		Type of Service		
	Line Code		Reference to old PMIS system for user transition.		
	Service Type		Sub-service type within a service category		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Provider		Name of the service provider		
	Service/Program Title		Specific title of the service provided		
Funding Stream	NEG AIR2				
	NEG STL2				
	Rapid Response		Individual who participated in rapid response activities authorized at WIA section 134(a)(2)(A)(i) at any time prior to or subsequent to participation in program		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	WIA - Adult		Individual who receives services funded under WIA section 133(b)(2)(A)		
	WIA - Dislocated Worker		Individual who receives services funded under WIA section 133(b)(2)(B)		
	WIA - Youth		Individual who receives services funded under WIA Youth program following a determination of eligibility to participate in the program		
Program Enrollment			Auto-populated field based upon eligibility determination		
Training Provider ID			Unique identification number assigned to training provider. Found on Indiana Department of Workforce		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			Development website.		
O*NET Code			O*NET code that corresponds to the type of training the participant is to receive or has received (for those clients receiving training for a specific occupation).		
Summary Description			Brief description of service provided. Does not replace the need for a case note.		
Status	Active		Client is actively participating in the service.		
	Completed		Client has completed the service.		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	Terminated/Revoked		The service has been terminated or revoked.		
	Withdrew before Completing		Client withdrew prior to completing the service.		
	Referred/Waiting		Client has been referred and is waiting to participate in the scheduled service.		
Service Notes					
Services Notes			Optional field to be used to write brief notes regarding the service. Field is limited to 254 characters and is not designed to replace case notes.		Optional

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Historical Data					
Funding Stream			Source of funds for service provided to client.		
O*NET Code (read only)			O*NET code that corresponds to the type of training the participant is to receive or has received (for those clients receiving training for a specific occupation).		
Client Intake Site			Office location of intake appointment.		
Provider Name			Service provider identification.		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Office Name			Location of service provider office.		
WSA			WSA number utilized to identify historical data.		
Total Hours					
Total Obligated					
Total Expended					
WIA Goals					
	Open		Client is still actively pursuing achievement of stated goal.		

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Status	Attained		Client has achieved stated goal.		WIA Youth
	Not Attained		Client has not achieved stated goal.		WIA Youth
Goal Type	Basic Skills		Goals pertaining to improving basic skills.	One basic skills goal is required if the youth is basic literacy skills deficient.	WIA Youth
	Employment Goal		Goals pertaining to employment.		WIA Youth
	Occupational Skills		Goals pertaining to specific occupational skill development.		WIA Youth
	Other Non-Younger Youth		Any other goals set for individual.		WIA Youth
	Work Readiness		Goals pertaining to developing skills to ready a client to enter the workforce.		WIA Youth

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Goal			Narrative to describe goal in further detail.		WIA Youth
Goal Description			Narrative to describe goal.		WIA Youth
Goal Date			Date goal was set.		WIA Youth
Estimated Completion Date			Date individual is anticipated to complete goal.		WIA Youth
Date Attained			Date goal was attained.		WIA Youth
Explanation			Narrative to provide any explanatory detail. This section is not intended to replace the need for a case note.		WIA Youth

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Credentials					
Credential Type	None		Individual received training but did not attain a recognized credential.		WIA
	HS Diploma		Self-Explanatory		WIA
	GED		Self-Explanatory		WIA
	HS Equivalency (disability)		Self-Explanatory		WIA
	AA/AS Diploma Degree		Self-Explanatory		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
	BA/BS Diploma Degree		Self-Explanatory		WIA
	Occupational Skills License		Self-Explanatory		WIA
	Occupational Skills Certificate/Credential		Self-Explanatory		WIA
	Journeyman Status		Self-Explanatory		WIA
	Certificate of Technical Achievement		Self-Explanatory		WIA
	Other		Other credential as defined locally.		WIA

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Description			Name of entity providing credential and any other relevant information.		WIA
Planned Attain Date			Date individual plans to receive credential.		WIA
Actual Attain Date			Date individual actually receives credential.		WIA
Comments			Brief notes about credential. Not intended to replace case notes.		WIA
Test and Test Results					
Test Name			Refer to TEGL 17-05, Attachment C, for the list of approved educational tests for literacy/numeracy measures. Tests listed	Test records; case notes must document the necessary details of each element of testing. Copies of test results should be maintained in file.	All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
			in this drop down selection field are from the approved list.		
Test Type	Manual				All funding streams
	Oral				All funding streams
	Dexterity				All funding streams
	Written				All funding streams
Date			Date test was completed by individual.		All funding streams

TrackOne Data Definitions and Documentation Requirements Manual

Field	Choice Options	2nd Choice Options	Data Definition	Reporting Documentation Requirements	Required for:
Score			Raw score resulting from individual's performance on selected assessment tool. Refer to test instructions for information on how to obtain the correct score.		All funding streams
Grade Level			Grade equivalency resulting from the raw score.		Optional
Passing/ Competent					
Description/ Comments			Field utilized to record explanatory information. Not intended to replace a case note.		